



# CITY OF EL MONTE

## CITY CLERK'S OFFICE

Cathi A. Eredia  
City Clerk

Griselda Contreras,  
Deputy City Clerk /  
Records Manager

July 29, 2019

**VIA ELECTRONIC MAIL**

Caroline Haskins

[77648-15650593@requests.muckrock.com](mailto:77648-15650593@requests.muckrock.com)

**Re: Extension of Response Period Concerning Your Public Records Request  
Received by the City of El Monte on July 17, 2019 – PRR #288**

Dear Ms. Haskins,

Reference is made to your attached California Public Records Act request (the “Request”), which was received by the City of El Monte (the “City”) on July 18, 2019.

As you know, California Government Code Section 6253 generally requires local agencies to respond to a California Public Records Act request within ten (10) days from the receipt of the request. However, certain circumstances set forth in California Government Code Section 6253(c)(1-4) allow local agencies to extend the ten-day response period for up to fourteen (14) additional calendar days.

In accordance with California Government Code Section 6253(c)(2), the City requires fourteen (14) calendar days in addition to the ten-day response period in order to initially respond to the Request as City staff needs to search for and examine a large number of records. City staff anticipates that its initial response to the Request shall be dispatched on the fourteenth day of extension, which shall set forth the City’s determination as to whether the Request, in whole or in part, seeks copies of disclosable public records in the City’ s possession

Should you have any questions or need any additional information, please do not hesitate to contact my office at (626) 580-2016, Monday through Thursday between the hours of 7:00 a.m. to 5:30 p.m.

Sincerely,

A handwritten signature in blue ink, appearing to read "K.C." followed by a stylized surname.

Karina Casas  
Office Assistant